MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

MID-ATLANTIC ARCHIVIST

ISSN 0738-9396

VOLUME 24, NUMBER 2 SPRING 1995

It's About Time: Archivists and Oral Historians

Baltimore. Home of John Waters, Frederick Douglass, Edgar Allan Poe, crabs, baseball, Canadian football, arabbers, rowhouses, the first monument to George Washington, and the Museum of Incandescent Lighting. And now, host to the joint meeting of MARAC and OHMAR (Oral History in the Mid-Atlantic Region). Starting Thursday, April 20, 1995, the Monumental City will extend its hospitality to attendees of **It's About Time: Archivists and Oral Historians.** This meeting is an exciting opportunity to explore issues of importance to both archivists and oral historians.

The meeting begins Thursday with four workshops. **Basic How-to for Oral History** and **Establishing and Archives** will be day-long. Two half-day workshops will focus on preservation of non-print media and the Internet.

Spencer R. Crew, Director of the Smithsonian Institution's National Museum of American History, Science, Technology and Culture will address the plenary session on Friday morning. His remarks will introduce themes to be explored throughout the conference sessions. Friday's luncheon program features a performance by the oral history theatrical project, *Annapolis I Remember*.

The Program Committee, co-chaired by Tom Hollowak and Cindy Swanson, has organized a variety of sessions including: documenting ethnic communities; conducting, preserving and using oral history interviews; user education; evaluating and using new technology; the World Wide Web; and disaster preparedness. Issues of continuing concern will also be addressed, including records management, using volunteers, and handling theft. Designed to benefit a range of professionals and amateurs, the oral history sessions will suggest interactions with and applications to other disciplines. **Oral History and Primary Sources in the Classroom, Oral History and Photographs,** and **Oral History and the Museum** will appeal to archivists, educators, museum professionals as well as oral historians.

"Take Me Out to the Ball Game" at MARAC Spring '95

The Local Arrangements Committee, through the hard work of Jennie Guilbaud, has purchased a block of tickets for the Saturday, April 22 Baltimore Orioles vs. the Minnesota Twins game. We're optimistic that the only strikes will be on the field!

The game starts at 1:30. The tickets are upper reserved seats on the third base side and cost $9.00. If you're interested in attending, please send a check made payable to "MARAC Spring 95" to Margaret Burri, Med Chi, 1211 Cathedral Street, Baltimore, MD 21201.

You do not have to be registered to purchase a ticket, but we hope that you will attend the conference. After all, where else can you learn about archives, oral history, bull and oyster roasts, and all the attractions of Charm City for one low price?

See you in Bawlmer, Hon!.

Of Mailing Times and Deadlines

There has recently been a significant change in the way the *Mid-Atlantic Archivist will* be distributed. Beginning with the spring 1995 issue, each spring and fall issue will be sent to members via first class mail. The purpose of this change is to ensure that members receive information on MARAC meetings in plenty of time to plan their attendance, something which often did not happen when all issues were delivered fourth class. For now only the spring and fall issues are affected; the summer and winter issues will continue to go the regular fourth class route.

The editors want to encourage continued contributions to the newsletter. Our deadlines for the four year issues remain March 1, June 1, September 1, and December 1. We can accept material up to the 10th of each month but submissions received after the 10th will not make it to publication. We do appreciate the input we have received in the past and hope that it will continue in the future or even increase.

Records Management Seminar

The Liberty Bell Chapter of the Association of Records Managers and Administrators, Philadelphia, is pleased to announce the presentation of a one-day basic and advanced track seminar entitled: *Choose Your Lane on the Records and Information Management Highway*. The seminar will take place at DoubleTree Guest Suites, Philadelphia Airport, on May 23, 1995 at 8:00 am - 4:15 pm. For information contact Jim Flanagan (609) 795-6011 or Nancy Meehan (215) 592-2820.

Table of Contents

It's About Time: Archivists and Oral Historians 1
Mailing Times and Deadlines 2
State & Local News 3
MARAC NEWS 6
News Notes 8
Book Reviews 9
National & Regional Associations 10
Reference Shelf 11
Preservation News 11
Employment 14
People 15
Steering Committee Meeting 17
News from the National Archives 19
Treasurer's Report 22
MARAC Expenditure Detail 23
Session Abstracts 24
The American Association of Nurse Anesthetists Archives 27

State & Local News

NJ

UMDNJ 25th Anniversary Exhibit Opens

"The First Quarter Century: UMDNJ, 1970-1995," an exhibit celebrating the University of Medicine and Dentistry of New Jersey's 25th anniversary, will open at the George F. Smith Library of the Health Sciences on the Newark Campus on April 19. Featured in the exhibit are photographs, documents, ephemera, and memorabilia from the UMDNJ Archives illustrating the University's history. An opening reception will be held in the Library Exhibition Gallery from 3 pm to 4:30 pm. The public is invited to attend.

UMDNJ was created by the passage of the Medical and Dental Education Act of 1970 combining under a unified board of trustees the former New Jersey College of Medicine and Dentistry (NJCMD) and the former Rutgers Medical School (RMS). The new school was called the College of Medicine and Dentistry of New Jersey. The College achieved university status and greater autonomy in 1981 and the name was changed to University of Medicine and Dentistry of New Jersey.

NJCMD began its existence in 1954 as the Seton Hall College of Medicine and Dentistry located at the Jersey City Medical Center. It was the first New Jersey institution to offer graduate medical and dental education in the state. RMS, established in 1962 as a two-year medical school, developed a four-year program and metamorphosed into the Robert Wood Johnson Medical School. UMDNJ's tremendous growth, from four schools on two campuses at its founding twenty-five years ago to seven schools on four campuses, is remarkable. Today, UMDNJ is the largest freestanding health sciences university in the nation. *"The First Quarter Century: UMDNJ, 1970-1995,"* explores this past and follows the growth of the schools.

UMDNJ consists of the New Jersey Dental School, the New Jersey Medical School, the Robert Wood Johnson Medical School, the School of Osteopathic Medicine, the Graduate School of Biomedical Sciences, the School of Nursing, the School of Health Related Professions, University Hospital, and the Community Health Centers at Newark and Piscataway. These educational and clinical components are located on campuses in Newark, Piscataway/New Brunswick, Camden, and Stratford. In addition to University Hospital, UMDNJ has affiliation agreements with Robert Wood Johnson University Hospital in New Brunswick, Cooper Hospital/University Medical Center in Camden, and Kennedy Hospitals-University Medical Center headquartered in Stratford which act as core teaching hospitals for Robert Wood Johnson Medical School and School of Osteopathic Medicine. UMDNJ also maintains a network of more than 100 affiliates spanning the state.

The exhibit is underwritten by a gift from McCarter & English, Attorneys at Law, Newark, NJ. For more information, contact Lois Densky-Wolff, archivist, University Libraries-Special Collections Department at (201) 982-7830.

NY

Best Ways to Manage Electronic Records Identified

"The Building Partnerships Project," funded by the National Historical Publications and Records Commission, helped SARA identify good electronic records management practices in State agencies. These practices can be used as models statewide. SARA will provide the leadership and coordination to share information about best practices and to develop or refine tools that support their use. Project findings have been summarized in a final, published report.

★★

New Publications Available

SARA's State Government Records Advisory Services has published a catalog describing the 16 different workshops it offers to state agencies and a brochure outlining its services. Local Government Records Services has updated and printed #39 in its Technical Information Series, "Laws and Regulations Relating to Local Government Records."

★★

Workshop Makes Its Debut

Backfile Conversions: From Paper to Microfilm, Image, or Computer-Readable Text is the newest workshop offered by SARA's Local Government Records Services. The workshop details the planning and actual conversion of paper documents to microforms, scanned images and text files. It also covers index preparation, time and personnel requirements, expectations for vendors, and cost estimating.

PA

The Pennsylvania Historical Museum Commission has awarded an Archives and Records Management Project Support grant to Temple University, Urban Archives for fiscal year 1994-1995. The amount of the grant is $2999. The grant money will be used

Continued on P. 4

State & Local News

Continued from P. 3

to purchase archival supplies to preserve photographs in the Urban Archives. The photographs depict Philadelphia individuals who are historically significant in the arts, sports, religion, politics, education, and other professional categories. The images cover the time period of the 1910s through the 1980s.

The Urban Archives documents the social, economic and political development of the Philadelphia Metropolitan area from the mid 19th century to the present. The photographic collection is one of the most heavily used resources and contains approximately 5,000,000 images. At the end of this preservation project it is estimated that 20,000 additional images will be preserved.

★★

Call For Papers on the history of photography in Pennsylvania

A special thematic issue of the scholarly journal *PENNSYLVANIA HISTORY* is scheduled to be published April 1997. Photography archivist/historian Linda A. Ries of the Pennsylvania State Archives will serve as Guest Editor. Monographs of original critical research on the history of photography in Pennsylvania from 1839-present will be considered. Also, 'vignettes', with commentary on a particularly interesting image will be included. ;

Manuscripts can be up to 20-25 typed pages, with approximately 12-15 photographs for possible inclusion. Photographs accompanying text should be best quality available. The manuscript and photographs should be submitted to the Guest Editor by January 1996.

Proposals should be *sent to* Linda A. Ries, Pennsylvania State Archives Box 1026, Harrisburg, PA 17108-1026 (717) 787-3023, FAX (717) 787-8312; or William Pencak, Editor, Pennsylvania Historical Association, PSU-Ogontz Campus, Abington PA 19001, (215) 8879217: FAX (215) 881-7317. After June 1, 1995, Dr. Pencak can be reached at Weaver Building, PSU University Park, PA 16802, (814) 865-1367.

★★

Archives Week

Archives Week will be held at the State Archives in Harrisburg, Pennsylvania on May 21-27, 1995. The Archives will offer extended hours Monday - Friday (9:00 am - 8:30 pm) and Saturday (9:00 - 4:00 pm). On Saturday *the Archives* will offer full service instead of just microfilm. Lectures will be offered at 8 pm Monday-Friday covering the topics of: Pennsylvania Railroad Records: Pennsylvania Land Office Records, the Care and Preservation of Photographs: and African American, Genealogical and Women's History sources in the State Archives. Tours of the Archives will be offered on Saturday for groups of ten or less. Advanced tour reservations are recommended. For further information call Elizabeth Garner at (717) 787-6471.

Black History Conference

The theme of this year's Black History Conference, cosponsored by the Chester County Historical Society (CCHS), West Chester University, the Pennsylvania Historical and Museum Commission: (PHMC)'s Division of History and a number of other organizations, is African American Leadership in Pennsylvania." The conference will be held May 12-13, 1995 at West Chester University in West Chester Pennsylvania. Highlights include keynote speaker Prof. Lani Cuinier, the University of Pennsylvania law professor whose nomination for Assistant Attorney General for Civil Rights provoked heated debate. Friday's sessions, offered by the Pennsylvania Historical Association, the Pennsylvania Federation Of Museums and Historical Organizations, and the Pennsylvania Humanities Council, will include "Black Political Leadership in Pennsylvanian Strengthening the Ties Among Cultural ; Organizations", and "African American Women as Religious Leaders". A concurrent track will be offered. Friday for high school students. Saturday's session will cover local history and Civil Rights in West Chester. The conference will conclude with the dedication of a historical marker to the United Order of Tents, an African *American* Women's organization founded in 1847 You may register in advance or the day of the conference, but meals are not guaranteed for late registrations. For further information contact the PHSC Division of History at (717) 787-3034. or the CCHS at (610) 692-4800.

★★

Conservation Center for Art and Historic Artifacts Receives Grant from the National Endowment for the Humanities

The Conservation Center for Art and Historic Artifacts (CCAHA) has received a grant from the National Endowment for the Humanities of $210,117 over three years to provide overview conservation surveys and to offer two new workshops. In addition, the National Endowment for the Humanities has offered to provide matching funds of up to $57,068, on condition that an equal amount of funds is raised.

The grant supports the following activities:

- Conducting a limited number of overview conservation surveys each year, partially funded by the National Endowment for the Humanities for non-profit organizations, including libraries, archives, museums, educational institutions and historical organizations that have paper-based collections of long-term value to the study and understanding of the humanities; and
- Offering two one-day workshops on environmental monitoring and handling oversized architectural materials. Each workshop will be conducted twice a year during the grant period at various locations

throughout the Mid-Atlantic region, including Richmond, Washington, D. C., Baltimore, Trenton, Philadelphia, Pittsburgh, and Syracuse.

Created by Congress in 1965, the National Endowment for the Humanities is an independent agency that supports education, research, preservation projects and public programs in the humanities.

CCAHA, established in 1977, is a non-profit regional conservation laboratory serving other non-profit cultural, educational, and research institutions as well as private individuals and organizations that are located principally in the Mid-Atlantic region. The Center specializes in the treatment of works of art and historic artifacts on paper, such as prints, maps, posters, historic wallpaper, photographs, rare books, scrapbooks, manuscripts, and related materials, such as parchment and papyrus. It also offers on-site consultation services; educational programs and seminars; and internships, fellowships, and apprenticeships.

VA

The Virginia Caucus held its annual meeting on Friday, March 10, 1995, at the Special Collections Division, Earl Gregg Swem Library, College of William and Mary, Williamsburg. The topic of the meeting was planning for Virginia's participation in MARAC Archives Week. Tours of Special Collections and a demonstration of the WWW were also featured.

The Virginia Historical Society announces the publication of its "Guide to African-American Manuscripts in the Collection of the Virginia Historical Society" (Richmond, 1995), compiled by F. Holly Hodges. This guide was made possible by a grant from NEH.

The Special Collections Department of the University of Virginia's Alderman Library announces that Michael Plunkett's "Afro-American Sources in Virginia: A Guide to Manuscripts" (Charlottesville: University Press of Virginia, 1990) is now available on the WWW.

Special Collections and Archives, James Branch Cabell Library, Virginia Commonwealth University announces the forthcoming publication of a guide to the papers of Adele Clark (1882-1983), artist and women's rights activist and a major figure in the social, political, and religious life of Richmond, Va. The guide was funded in part by a grant from NHPRC.

The Virginia Canals & Navigation Society, with assistance from the Library of Virginia, will be opening a year-long exhibit April 30, 1995, at the Transportation Museum in Roanoke, Va.

The Mariner's Museum, Newport News , Va., will celebrate the acquisition of its 75,000 volume with a special exhibit and a lecture by novelist Patrick O'Brian, April 11, 1995.

Virginia Senate Joint Resolution 96 (1994), establishing a subcommittee to study the reorganization of the Library of Virginia (which includes the state archival agency) has been continued as SJR 258 (1995). The Subcommittee has one year in which to continue its work before submitting its findings and recommendations to the Governor and General Assembly.

And you probably already have this in the People section, but if not, please mention that Ervin L. Jordan, Jr., of the Special Collections Department, Alderman Library, University of Virginia, has published "Black Confederates and Afro-Yankees in Civil War Virginia" (Charlottesville: University Press of Virginia, 1995).

Preservation Microfilming

- Specializing in working with libraries and archives on their preservation microfilming needs.
- Producing archival-quality microfilm masters and duplicates that meet all ANSI/AIIM and Library of Congress standards and specifications.
- Experienced in microfilming archival material including brittle books, newspapers, scrapbooks, manuscripts, correspondence, incunabula and photographs.
- Competitive pricing. Written estimates provided on all projects.

Archival Systems, Inc.

Attn: Director of Preservation Service
593 Acorn Street
Deer Park, New York 11729
Telephone: (516) 586-1257
Fax: (516) 586-1273

MARAC NEWS

New Technical Leaflet Now Available

The latest installment in MARAC's technical leaflet series is now available, and early reviewers report that it will fill a critical need. Leaflet #9, *Photograph Preservation: Basic Methods of Safeguarding Your Collections*, by Peter Mustardo and Nora Kennedy of The Better Image, offers clear and concise explanations of photographic processes, an introduction to the structure and composition of photographs, and general principles essential to their safe keeping. The 36-page leaflet also includes a selected bibliography, and information on funding sources, duplication services, and conservation suppliers. Like all leaflets in the series, this one is intended to provide brief, practical information suitable especially for beginners in the profession, but "old timers" will undoubtedly find much of interest in this overview by two leaders in the field of photograph conservation.

Leaflet #9 and its eight predecessors are available by mail at $2.50 each by writing Linda Miller, Roanoke College Archives, Salem, Virginia 24153-3794.

★★

Mentorship Program

In less than a year, the Mentorship Program has paired 12 mentees to mentors. The Membership Development Committee administers this program and maintains the list of mentees waiting to be matched with mentors from the same geographical areas. At this time, the Program has four mentees from the Washington, DC area and one from New York City. The Membership Development Committee encourages the senior MARAC membership to volunteer as a mentor for these mentees and future applicants. We even had a Mentor return to the program to be matched with a second mentee. Guidelines do exist for the program participants, but it is kept unstructured deliberately so as not to confine the relationship between the two parties. If you wish to participate or have questions concerning this program contact Jennie Guilbaud at 301-713-6677 ext 271 or by e-mail:

jennie.guilbaudwarch2.nara.gov

★★

Call For Papers

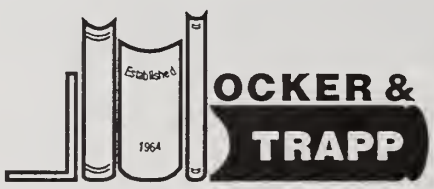
For: Spring 1996 meeting of the Mid-Atlantic Regional Archives Conference. Where: College Park, Maryland. When: May 2-4, 1996 (dates tentative).

The Program Committee for the Spring 1996 meeting of the Mid-Atlantic Regional Archives Conference (MARAC) is looking for ideas and suggestions for papers, session topics, or conference theme. Any and all ideas, regardless of where they come from, will be considered and much appreciated.

We're also looking for volunteers to serve on our Program Committee. We will welcome willing individuals from within the MARAC region (i.e., VA, WV, DC, MD, DE, NJ, PA, NY). If you have an idea for a session or a theme that you feel has been overlooked, or deserves further attention, please let us know. This is your chance to influence a program addressing current issues confronting the profession. Face-to-face meetings will be few, with most business conducted via e-mail or telephone. No prior experience is required, just ideas and a willingness to put forth effort to achieve a useful and productive meeting. (We'll try not to become one of those nasty "cabalistic elites.")

Individuals willing to contribute time and/or ideas are encouraged to contact:

Phil Albert at Phil.Albert@jhuapl.edu, Archivist, Johns Hopkins Univ./Applied Physics Lab, Johns Hopkins Road, Laurel, MD 20723-6099, Tel: (410) 702-5394 or Fax: (410) 792-6614, or James Stimpert INTERNET: stimpert@musicbox.mse.jhu.edu Archives (Arts and Sciences) Johns Hopkins University, 3400 North Charles Street, Baltimore, MD 21218,



LIBRARY BINDERY, INC.

Ocker and Trapp is dedicated to craftsmanship. We understand the need for consistent quality and efficient service.

Visitors and questions are always welcome.

- Complete Library Binding
- Conservation
- Deacidification
- Encapsulation
- Restoration
- Collection Care
- Custom Designed Enclosures
- Special Hand Binding

17C Palisade Ave.
P.O. Box 229
Emerson, NJ 07630
(201) 265-0262

MARAC NEWS

Tel: (410) 516-8323, Fax: (410) 516-8596. As you may have guessed, we're co-chairing this event.

★★

New MARAC T-shirts are Available!!!

T-shirts have MARAC name & logo emblazoned across the front.

Available in 2 sizes: large or X-large, 1 color: "jade teal" (green-blue), 100% cotton, pre-shrunk. Cost: $6.00 per shirt. Place orders with Jackie Esposito, Chair, Outreach Committee Penn State University, C107 Pattee Library, University Park, PA 16802, (814) 865-7931, jre@psulias.psu.edu. Mailing/shipping charge: $1.00 per shirt. T-shirts will also be available for purchase at the April meeting in Baltimore.

★★

Regional Archives Week Set

At its January 1995 meetings the MARAC Steering Committee established a Regional Archives week. Beginning this year, MARAC Archives Week has been designated as the second week in October (October 8-14, 1995).

To support this initiative the Outreach Committee is planning the following activities:

- Preparation and distribution of a Regional Press Release (Anticipated distributions Summer 1995)
- Development of a Regional Archives Week Poster (The poster is envisioned to be a collage of regional photos with the Regional Archives Week logo and dates Individual archives are encouraged to submit photos to be used with this poster. See submission form below. Anticipated distribution, Fall 1995)
- Preparation and Presentation of an Archives Week How-to Workshop (Tentatively scheduled for the November 1995 meeting)

Continued on P. 8

Mid-Atlantic Regional Archives Conference Mentoring Program Application

The MARAC Mentoring Program pairs experienced MARAC members with students and new members to assist the newer members in identifying interests, set career goals, and help in developing professional contacts. The mentors and mentees are encouraged to schedule initial meetings during the Spring or Fall Conferences, especially at the New Member Orientation Meeting.

Guidelines

- Contact can be initiated by either participant, but the onus is on the Mentee
- Mentor and Mentee should discuss and define what each expects from the program
- The Membership Development Committee encourages the Mentors and Mentees to meet during MARAC's semi-annual conference meetings
- Discuss strengths and interests of the Mentees
- Identify and suggest career enhancement opportunities
- Introduce the Mentee to other professional colleagues
- Keep the contact informal
- Participants must contact each other at least once

I am interested in becoming a: **MENTOR** ☐ **MENTEE** ☐

Name: _____

Institution: _____

Address: _____

_____

_____

Phone: _____ **Fax:** _____

E-Mail: _____

Archival Interests or Experiences:

☐ Accessioning	☐ Appraisal	☐ Records Management
☐ Manuscripts	☐ Automation	☐ Audiovisual Records
☐ Description	☐ Preservation	☐ Government Records
☐ Reference	☐ Microfilm	☐ Religious Collections
☐ Management	☐ Outreach	☐ University Collections
☐ Consulting	☐ Education	☐ Business Archives
☐ Other		

Send Applications and Comments to:

Jennie Diaz Guilbaud
Agency Services Division (NIA)
National Archives at College Park
8601 Adelphi Road
College Park, MD 20740-6001

Phone: (301) 713-6677, ext. 271
Fax: (301) 713-6850

MARAC News

Continued from P. 7

- Development of a How-to Brochure Anticipated distribution, (Spring 1996)
- Creation of a Clearinghouse of Resource Materials and Consultants (Anticipated availability, Spring 1996)

The Outreach Committee (Jackie Esposito, Maxine Lurie, Leonora Gidlund, Rebecca Ebert and Rick Blonde) appreciate all comments, suggestions and any volunteers to ensure the success of this initiative. Contact any of the Committee members or write to: Jackie Esposito, Chair, Outreach Committee, Penn State University, C107 Pattee Library University Park, PA 16802, 814-865-7931, JRE@PSULIAS.PSU.EDU.

I/My institution would like to submit the following photo(s) for possible inclusion in the Archives Week Poster. [All photos will be returned after the poster has been printed.]

Name _____

Institution _____

Photo Description /Title

_____

_____

Credit Line _____

_____

News Notes

Professional Archivist Award

1996-97 Fulbright Program with the United Kingdom

Memorial Library, 2nd Air Division (8th Air Force)

Norwich, Norfolk, England

The Fulbright Commission in London has announced the availability of an award for an archivist to assist the Memorial Trust of the 2nd Air Division (8th Air Force) to develop the replacement of the 2nd Air Division Memorial Library in the new Norwich Central Library.

The original Memorial Library comprised a collection of books, records, and war-time memorabilia relating to over 6400 American airmen based in the Norfolk and Suffolk area who were killed in action between 1939-45. The original collection was lost in a fire at Norwich Central Library in August 1994.

In addition to developing the replacement collection, the successful candidate will develop electronic and other links between the 2nd Air Division Memorial Library and appropriate library service in the United States and will work with the University of East Anglia and the Imperial War Museum, Duxford, to strengthen links with the 2nd Air Division Memorial.

This award is offered under the Fulbright Scholar Program between the United States and the United Kingdom and is designed to promote education and cultural exchange, to enhance mutual understanding, and to strengthen relations between the two countries.

- Applicants must hold U.S. citizenship and the M.L.S. degree.
- Applicants must have knowledge of the operation of Internet and other electronic links.
- Applicants should have a minimum of 5 years professional experience gained in a modern public library, college or university library, or other major research library outside U.S. higher education.
- Applicants must have specialized training in archival work.
- Communication skills should be strong. The person selected may be called upon to speak to groups and to work with donors. Applicants should be enthusiastic about American cultural activities and be able to travel to give presentations.
- Stipend for the award is £20,000 plus round-trip travel.
- The award is for 12 months, beginning October 1996. There is some flexibility for a 9- to 12- month award. (the 1/95 exchange rate was approximately U.S. $1.56=1 pound. Please note that rates are subject to fluctuation. Caution is advised in using rates to calculate benefits. Dollar conversions do not necessarily reflect real value of grant paid in local currency.)

Deadline for Applications is August 1, 1995

For an application, contact e-mail (we6@ciesnet.cies.org), tel: (202) 686-7878, or write to CIES, 3007 Tilden Street, NW, St. 5M, Washington, DC 20008-3009. Please indicate your interest in the Norwich award so that special supplementary materials can be sent to you.

If you have specific questions, contact Dr. Karen Adams (202) 686-6245 or Ms. Margo Cunniffe (202) 686-6242.

★★

RIT Seminar Demonstrates the Preservation of Photographs in a Digital World

Rochester Institute of Technology's Technical and Education Center of the Graphic Arts and Imaging will present *Preserving Photographs in a Digital World* on August 19-25, 1995, in Rochester, N.Y., at the George

Eastman House International Museum of Photography and Film. This program is an updated version of the former *Preservation of Photographs* seminar sponsored by the T&E Center, RITs Image Permanence Institute, and the George Eastman House International Museum of Photography and Film.

Highlights of the new program include hands-on laboratory sessions teaching participants to identify various 19th-and 20th-century photographic processes. Using both visual and microscopic examination, participants will also learn to distinguish an albumen print from a platinotype, and a Kodachrome from an Autochrome. *Preserving Photographs in a Digital World* will be of special interest to curators, archivists, librarians, conservators, and others responsible for photographic collections.

The five-day seminar will include topics such as:

- identification of 19th-and 20th-century image-forming processes
- storage and display of photo collections
- digital imaging for archival applications
- the role of digital imaging in collection management digital reconstruction of faded color images.

The addition of digital topics for this year's seminar mirrors trends in the preservation industry. " The traditional and digital components of the seminar are complementary—today's collection managers can't afford to be uninformed in either area," said James Reilly, program co-chairman and director of RIT's Image Permanence Institute.

Participants will receive an exclusive tour of the historic George Eastman House and have a unique opportunity to visit the archival storage area. During the week of the seminar, suppliers will exhibit state-of-the-art preservation and storage materials.

The program fee for the five day seminar is $950. For additional information or a free brochure, contact Val Johnson at (716) 475-2736. To register, call 1-800-724-2536 or send a fax to (716) 475-7000.

Acid Free Archival Supplies

Stocking Distributor for Hollinger, Light Impressions, and University Products.

Order all your supplies at competitive prices with one call and one purchase order.

For your FREE catalog call or fax:
800-747-1249

G.M. WYLIE COMPANY
P.O. BOX AA, WASHINGTON, PA 15310-0660

The home of high quality TIMEPRESERVER® Products. (MARAC Member since 1989)

Book Reviews

The Senate 1789-1989 Classic Speeches 1830-1993

Volume 3 (No. 052-071-01048-3) Bicentennial Edition

Robert C. Byrd. Edited by Wendy Wolff. USGPO, Washington, D.C. 1994

Again, a beautiful book that is chock full of information is produced by Senator Byrd. The verse of the title page gives the Senate document number, a note about copyright and a brief background of the cover design.

The introduction describes the parameters of the volume, a collection of "classic" speeches in that they are of "enduring interest, quality or style" and are "noted because of literary or historical associations." Audiences and types of oratory are discussed as they pertain to speeches included in the volume: oratorical styles are described; and themes and topics are noted.

Addresses are arranged chronologically and each is presented in its entirety. Each is accompanied by a likeness of the speaker and a lengthy note giving historical background is included for each. Bibliographic information for further reading is given at the end of each introductory note while notes at the end of the volume give citations for the notes in the historical background sections. Explanatory notes are given as footnotes to the body of each address.

The volume is handsomely bound in hand marbled papers with quarter leather. The introduction mentions the "Golden Age" of Senate oratory. Perhaps Senator Byrd's volumes are becoming a 'golden age' of Senate historical documentary publication.

— *Mary Boccaccio*
East Carolina University

Continued on P. 13

National & Regional Associations

MAC Announces Spring Meeting

The annual spring meeting of the Midwest Archives Conference will be held May 4-6, 1995, at a new location, the Midland Hotel in Chicago. A reception will held on the floor of the Chicago Mercantile Exchange.

This year's plenary session on Thursday, May 4, will feature Bonnie Schwid, a forensic document examiner, who will speak on the topic "Record Shenanigans and Fakeries: The Adventure of Detecting Them." Archivists, historians, librarians, museum curators, manuscript curators, records managers, oral historians, and those with an interest in preservation and the use of historic materials are invited to attend the meeting.

The 1995 meeting program addresses a wide variety of archival issues, with numerous sessions designed to help archivists understand, evaluate, and apply new technologies. Session topics include: minority recruitment, "selling" the value of various types of archival programs, three-dimensional objects in the archives, MARC, RLIN, OCLC and Gopher, deaccessioning, lobbying for archives, the legal status of e-mail as a record, preserving electronic media, professional certification, oral history, alternative forms of access, entrepreneurship in the archives, the Lincoln Legal Papers Project, and handling progress and obsolescence in microcomputer applications.

Four workshops will also be held (preregistration required): Photographic Collection Management, Ethics, Fundamentals of Collections Development, and World-Wide Web and the Archives, are also scheduled.

Special events will include a reception on the upper trading floor of the Chicago Mercantile Exchange, restaurant tours to some of the Windy City's famed local eateries, and the legendary MARC Mixer. A number of tours will be offered to attendees, including the Newberry Library Archives, the Museum of Science and Industry Archives, the Harold Washington Library Center Collections, an Architecture River Cruise, Playboy Enterprises Art and Photograph Collections, historic Beverly Hills/Morgan Park, Graceland Cemetery, and the south branch area of the Chicago River, once known infamously as "Bubbly Creek."

An exhibit area at the Midland Hotel will feature representatives from archival and library vendors as well as information on archival publications.

Registration fees are $28.00 for MAC members who register by April 13, and $38.00 for non-members, MAC members who register after April 13, and on-site registrants. For more information and registration packets please contact: Stephen A. Carvell, MAC Local Arrangements, Kraft Foods, Inc., Archives, 6350 Kirk St., Morton Grove, IL 60053, Phone: (708) 646-2980, Fax: (708) 646-7699.

★★

Ninth Annual Archives Institute to be Held

Planning for the 9th annual Western Archives Institute is well underway. The intensive, two-week program will be held at The Guest House at Fuller Seminary in Pasadena, California, July 30-August 11,1995. The Institute is designed to offer an introduction to modern archival theory and practice for a variety of participants, including those whose jobs require a fundamental understanding of archival skills, but have little or no previous archives education, those already in the profession who want to update and renew their archival knowledge, and those who wish to explore the possibility of an archival career.

The 1995 program will feature James O'Toole of the University of Massachusetts, Department of History, author of the SAA manual *Understanding Archives and Manuscripts*, as the principal faculty member. Joining him on the faculty will be distinguished working professionals noted for selected fields of archives education. In addition, the program will include site visits to historical records repositories in the area.

Topics will include history and development of the profession, theory and terminology, records management, appraisal, arrangement, description, manuscripts acquisition, archives and the law, photographs, preservation administration, reference and access, automation, outreach programs, managing archival programs and institutions, and several practica.

Tuition for the program is $475 and includes a selection of archival publications. Housing and meal plans are available at the Kellogg West Center for additional charges. Enrollment is limited. The application deadline is May 15, 1995. For additional information and an application form, contact Nancy Zimmelman, Administrator, Western Archives Institute, 201 N. Sunrise Ave., Roseville, CA 95661. Tel.: (916) 773-3000, Fax: (916) 773-8249.

The Western Archives Institute is sponsored by the Society of California Archivists and the California State Archives.

Reference Shelf

Black Confederates and Afro-Yankees in Civil War Virginia, by Ervin L. Jordan, Jr., to be published February 22, 1995, has been long-awaited by Civil War historians. The following comments indicate that it has been worth the wait, and that for the first time we have a detailed picture of Afro-Virginian history and culture during a time when more African-Americans–490,000 slaves and 59,000 free blacks–lived in Virginia than in any other state.

In researching *Black Confederates and Afro-Yankees in Civil War Virginia*, Ervin L. Jordan, Jr., has searched from Vermont to Texas and ferreted out forgotten letters, newspaper accounts of the time, oral narratives and speeches to reveal how African-Americans contributed to the rise and fall of the Old South. He details every aspect of black life: slave and free; rural and urban. He depicts blacks on the homefront and on the battlefield; at work on plantations and in munitions factories; acting as Union spies and as soldiers in the Confederate army.

Jordan's book is "filled with remarkable stories of individuals weighing the dangers, promises, traditions, and hopes of both North and South... Jordan shares stories and lives that have long deserved our attention," writes Edward D. C. Campbell of The Library of Virginia. In his chapter "Grand and Awful Times: Body Servants at War," Jordan combs the correspondence and journals of Southern officers to find the hidden stories of those who cooked their breakfasts, brushed their uniforms, nursed their wounds, and occasionally fought at their sides.

Preservation News

Newsletter for circuit court clerks issued. The first issue of the biannual newsletter *Recordatur* came out in February. It will keep the clerks informed about the Virginia Circuit Court Records Preservation Program, which is supported by a $1 filing fee. Contact: Louis Manarin, State Archivist, 11th Street at Capitol Square, Richmond VA 23219.

★★

New York SARA Issues New Publication for Local Government Historians

Documenting the Community: Suggested Records-Related Activities for Local Government Historians, No. 30 in the State Archives and Records Administration's (SARA) Local Government Records Technical Information Series, suggests ways local government historians may use their specialized knowledge and interests to encourage and support records management and archival programs appropriate to the needs of local governments.

Local government historians can be powerful and articulate advocates for greater and broader use of archival records for preserving community history, addressing community needs, and planning for the community's future.

Copies have been sent to all Municipal Historians and County Clerks in the State. To receive a copy of this publication, contact an SARA Regional Advisory Officer or Local Government Records Services, State Archives and Records Administration, State Education, Department 10A63, Cultural Education Center, Albany, NY 12230, (518) 474-6926.

★★

Rutgers University School of Communication, Information and Library Studies Professional Development Program will offer three courses in its preservation certificate program in the Spring and Summer of 1995. "Pest Control Basics for Librarians, Archivists and Curators," Tuesday, April 4, instructor Thomas A. Parker, Ph.D., is intended for professionals with responsibility for protection and preservation of collections. "Electronic Documents," Thursday, April 27, William Saffady, SUNY-Albany, instructor, will focus on electronic imaging and the risks and advantages of imaging to collect, organize, and preserve information. His primary focus will be on paper-based and electronic records. A three-day course on disaster planning and recovery, which will include the actual writing of a disaster plan, will begin in March with a day-long session, "Forget the Disasters - The Plan is My Problem!" Karen Motylewski, Northeast Document Conservation Center, instructor. This workshop, to be offered in three different locations in the state, will be followed by a day-long session on how to write a plan on Thursday, June 1, and a concluding session to review plans and discuss implementation strategies on Friday, July 7. Instructors are Evelyn Frangakis and Susan Swartzburg. For further information about the courses or the Certificate Program in Preservation, contact Karen Novick, Director of Professional Development Studies, SCILS, Rutgers - the State University, New Brunswick, NJ 08903; tel. (908) 932-7169.

★★

Current Reading

Hanus, Jozef. "Change in Brittle Paper During Conservation Treatment," *Restaurator*, 15:1 (1994), 46-54.

Report on the changes in some mechanical properties during conservation treatment of brittle papers.

Hatchfield, Pamela. "Outreach: The Need to Raise Awareness," *AIC News* (American Institute for Conservation), 20:1 (January 1995), 1-4.

Thoughtful essay on the need to develop public awareness of conservation and the role of conservators.

Continued on P. 12

Preservation News

Continued from P. 11

Hoffman, Ana. "Identifying Nineteenth Century Photographic Processes," *Picture Framing Magazine*, 5:10 (October 1994), 82-86.
Characteristics of 19th century photographs, with chart.

Lindner, Jim. "Confessions of a Videotape Restorer; or, How Come these Tapes all Need to be Cleaned Differently?" *AMIA Newsletter* (Association of Moving Image Archivists), 24 (April 1994), 9-10.
Discusses differences in the design of videotape and the machines that play it; what can go wrong with tape.

Page, Susan and Diane S. Nixon. "Storing and Handling Oversized Documents," *Restaurator*, 15:3 (1994), 129-141.
Reviews considerations for the storage, housing, use and management of collections of large documents. Case study of preservation and access for a collection of 17,000 engineering design and construction drawings, 1940-52.

Rothenberg, Jeff. "Ensuring the Longevity of Digital Documents," *Scientific American*, 272:1 (January 1995), 42-47.
Discusses the challenge of preserving information in impermanent electronic formats. Urges complete documentation of systems used, "the programs used to generate our digital documents, as well as the system software."

Traister, Daniel. "Seduction and Betrayal: An Insider's View of Insider Theft of Rare Materials," *Wilson Library Bulletin*, 69:1 (September 1994), 30-33.
Case study of theft by a trusted employee, consequences, and considerations by the library community.

CALENDAR

SAA
Washington, D.C.
August 25 - September 3, 1995

San Diego
September 1-8, 1996

For more information, contact: Meeting Planner, Society of American Archivists, 600 S. Federal, Suite 504, Chicago, Illinois 60605, (312) 922-0140

Western Archives Institute
Pasadena, California
The Guest House at Fuller Seminary
July 30 - August 11, 1995

MARAC MEETINGS

Please note date corrections from last issue

Spring Meeting 1995
Baltimore, Maryland
April 20-22, 1995

Fall Meeting 1995
Wilmington, Delaware
November 9th - 11th

Spring Meeting 1996
College Park, Maryland
May 2nd - 4th (tentative date)

Fall Meeting 1996
Wilmington, Delaware
November 7th - 9th

Spring Meeting 1997
Charlottesville, Virginia
No dates set

Fall Meeting 1997
Wilmington, Delaware
November 6th - 8th

Spring Meeting 1998
State College, Pennsylvania
No dates set

TAYLOR MADE
PROTECTIVE POUCHES

For
DOCUMENTS
MANUSCRIPTS
PHOTOS

Clear, Strong, Inert, Dimensionally Stable DuPont "Mylar"* Type D

- 3-Seal Pouches
- 2-Seal Pouches
- Folders
- Special sizes & shapes

WE CAN DO SMALL, SPECIAL JOBS

☎ (610) 459-3099
FAX (610) 459-3867

Taylor Made Company • P.O. Box 406 • Lima, PA 19037

*MYLAR IS A TRADE NAME OF DUPONT

Book Reviews

Continued from P. 9

RLG Archives Microfilming Manual. Edited by Nancy E. Elkington. Mountain View, CA: The Research Libraries Group, Inc. 1994. Index. Appendices. x, 208 pp. Permanent paper. Spiral bound. Folded chart.

Archivists microfilm archival collections to preserve, allow greater access, and alleviate shelving problems in their repositories. Despite advances in digital storage technology and the growing affordability of hardware, software, and memory storage, microfilming remains the most common means of microformatting archival material. For archivists considering initiating microfilm projects, there is no better guide through the process than the new manual published by the Research Libraries Group. The *RLG Archives Microfilming Manual* provides archivists with a comprehensive guide through the process of microfilming material in-house and through the process of sending the material out to a professional shop.

The guide was written by fifteen archivists, preservation officers and catalogers from Research Libraries Group (RLG) member archival repositories who participated in the RLG Archives Preservation Microfilming Project (APMP). Funded by the NEH, archivists at fifteen institutions microfilmed and cataloged a total of twenty-six collections comprising nearly 1,100 linear feet of archival material. The project managers at each site kept records of money and time spent on each stage of the microfilming process to provide statistical information on the expense of microfilming a collection. The end result of the APMP was the production of this manual. With this guide, archivists at other repositories can tap the expertise of these major institutions to examine state of the art microfilming. This manual complements RLG's 1992 *RLG Preservation Microfilming Handbook* that provides the same information for monographs and serials.

The manual is structured to follow the life-cycle of the microfilming project, from preparation to shooting. Though originally planned to have significantly more information on managing these projects, Elkington and her co-authors chose to approach this manual as a "pragmatic volume." The resulting manual is loaded with technical information that will assist staff microfilmers, as well as vendors who might not be accustomed to the specific needs of microfilming older and more fragile material.

Chapters include managing the project, choosing a vendor and contract, preparation of the material, bibliographic and archival control, microfilming documents, inspection issues and routines, post inspection procedures. Each chapter includes an abstract of the contents and browsing through the body of the text is made simpler by numerous illustrations, tables and margin notations.

Ann Kenny's chapter on creating machine readable images of microfilm is particularly worthwhile and provides information on creating microfilm that will dove-tail with digital technology.

In addition, the manual has numerous helpful appendices covering issues such as appraisal and selection, technical guidelines, splicing, image stabilizing, cost studies and a technical resources bibliography. Included in this manual are sample contracts, of great help to those using outside vendors, and sample filming targets. Of note are strategies for microfilming scrapbooks with items of different format and material layered on top of each other. Archivists often find scrapbooks to be one of the greatest preservation risk in an archival collection. A strong, usable microfilm copy will retard the physical deterioration of scrapbooks, while a mediocre microfilm copy will not.

The APMP cost study is partially disappointing. With a small number of collections (25), and the range archival collections, it is little wonder that actual costs incurred by the different repositories varied greatly. With the lack of other cost studies done on archival microfilming projects, the findings can serve as little more than a ballpark guide to budgeting. One large problem discovered by the cost study is underestimating the cost of preparing the collection for filming.

While technical in nature, the manual is quite readable and can easily be read from cover to cover, unlike many technical manuals. In Nancy Elkington's own words, this manual is truly a "remarkable contribution" to the profession. Archivists who currently microfilm collections and those who wish to start would be well served by having this book close at hand.

— *Corey Seeman*
Head of Reference and Processing
Historical Society of Western Pennsylvania

CALENDAR

Oral History Association

Milwaukee, Wisconsin
Pfister Hotel

October 19-22, 1995

The theme for the 1995 meeting in Milwaukee is **Reflections on Relationships in Oral History Research.** Among the featured events is a tribute to Pulitzer and Peabody award winner Studs Terkel, who is scheduled to speak at the Friday, October 20, luncheon.

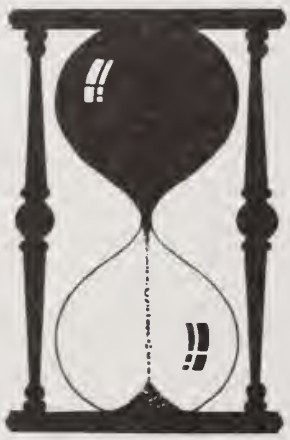
Over forty sessions will focus on the meeting's theme of relationships, such as those between interviewers and interviewees, between and among interviewees, between the theory of oral history and actual practice, and between individual and collective memory. The overall theme will stimulate thought and discussion about the complexity of oral history in all of its dimensions.

EMPLOYMENT

As a service to the MARAC membership the *Mid-Atlantic Archivist* publishes announcements about professional opportunities for archivists. The *maa* reserves the right to decline or edit announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments.

There is not a fee for publishing job opportunities; however, announcements from the MARAC region will be given priority. The deadlines for the *maa* are December 1st, March 1st, June 1st and September 1st. Because the *maa* is delivered via bulk rate, exact delivery dates cannot be guaranteed.

It is assumed that all employers comply with Equal Opportunity/ Affirmative Action regulations.



ARCHIVES AND SPECIAL COLLECTIONS LIBRARIAN MOUNT HOLYOKE COLLEGE LIBRARY

Under the general direction of the Mount Holyoke College Librarian, the Head of Archives and Special Collections will take major responsibility for the College Archives and Special Collections. This is a senior position within the Mount Holyoke College Library.

Founded in 1837, Mount Holyoke is an undergraduate liberal arts college for women with a student body of about 1,900 and a faculty of about 200. Located in the Connecticut River valley of western Massachusetts, it is a member of the consortium of Five Colleges, Inc., consisting of Amherst, Hampshire, Mount Holyoke, and Smith Colleges, and the University of Massachusetts.

The College Archives occupy approximately 4000 linear feet of shelf space and encompasses materials which relate to Mount Holyoke's founding in 1837 and to its ongoing development. The collections have high relevance for the history of higher education for women in the United States, and for a range of women's studies topics. Materials are in a variety of formats, from early 19th century manuscripts and other documentation on paper, to microforms, films and videotapes, sound recordings (from early shellac discs to audio cassettes), as well as daguerreotypes, tintypes and photographs from the emergence of photography in the 19th century to the present time. Active collecting continues in all areas defined in the Archives collection policy and in all formats named.

The Special Collections unit contains approximately 9,000 cataloged items with notable holdings of Americana, editions of Dante, Renaissance Science, an historic children's book collection and publications of the College de 'pataphysique. Additions are made by appropriate donation to the college library.

Responsibilities: The Archives and Special Collections Librarian is responsible for the growth and preservation of the collections and supervision of staff including one archivist, one part time librarian in special collections, and a cataloging librarian who provides cataloging support to the Archives, plus student assistants. Other responsibilities are donor relations, fundraising, planning for electronic innovation, the delivery of research and reference services to the community and visiting scholars, and oversight for preparation and assembly of exhibits.

Qualifications: A Master's Degree from an ALA accredited program with substantial experience in Archives is required. An advanced degree in History or a related discipline preferred, with experience in scholarly research in an appropriate discipline. Demonstrated experience in supervision of personnel, financial administration of archives or special collections, and excellent oral and written communication skills are required. The Library seeks applicants with a knowledge of computerized applications in archives and special collections, a commitment to user-oriented services, and a willingness to be a part of a participatory management organization.

Please send nominations or resume and names, addresses and phone numbers of four references to Susan Perry, College Librarian, Mount Holyoke College, 50 College Street, South Hadley MA 01075. Application review will begin April 17, 1995 and will continue until the position is filled. Beginning date for the position will be September 1995.

SYRACUSE UNIVERSITY ARCHIVES AND RECORDS MANAGEMENT
Director

Syracuse University seeks applications from creative, experienced individuals for appointment as Director of the University Archives and Records Management Program. Under the general direction of the Executive Assistant to the Chancellor/Secretary to the Board, this position is responsible for administering the combined University Archives and University Records Management Program. The position holder formulates, administers and evaluates policies, procedures, and budgets to establish effective control over the maintenance, public services, retrieval, protection, retention, preservation or destruction of all University records in accordance with University operating needs, and accepted archival and records management principles and techniques.

General responsibilities include: Administering the functions of the University Archives to insure that records of evidential, historical and informational value are appraised, acquired, maintained, processed, preserved, secure, and available for use. Administering a comprehensive Records Management Program that controls records throughout their life cycle, including electronic records.

The position holder: supervises one full time assistant plus student assistants, and works with individuals at all levels within the University to create retention and disposition schedules, establish intellectual and physical control over non-current and archival records and provide timely and correct information on request at the lowest possible cost; consults, informs, and interacts with the University Archives and Records Management Advisory Committee, and serves on the Data Administration Committee; educates members of the university community on records issues through workshops, training sessions, publicity releases, gopher entries and one-on-one interviews.

Minimum qualifications: Master's degree in relevant discipline. At least five years of experience as an Archivist or Records Manager. Ability to communicate effectively orally and in writing. Strong interpersonal, organizational, and computer skills. Previous experience in a college or university preferred. Certification as a CA or CRM desirable.

This is a twelve month appointment, available August 1, 1995. Standard benefits include TIAA/CREF retirement plan. Salary is commensurate with qualifications and experience.

To apply: Send resume with cover letter and salary requirements, and the names, addresses and telephone numbers of three references to: Syracuse University, Office of Human Resources, Skytop Office Building, Syracuse, NY 13244.

Application deadline is April 17, 1995.

People

Frank M. Suran was appointed Director of the Bureau of Archives and History for the Pennsylvania Historical and Museum Commission (PHMC). The Bureau consists of four divisions: Archives and Manuscripts, Archival and Records Management Services, History, and Publications. As Director, Mr. Suran will oversee the operations of the State Archives, the State Records and Micrographic Centers, the Public History Program, and the PHMC's Publications program. The Bureau provides records management and archival services to State agencies, local governments, and a wide variety of private institutions and is also responsible for the administration of the Commonwealth's Land Office.

Mr. Suran holds a Bachelor's Degree from St. Joseph's University and a Master of Arts Degree from the University of Scranton. He has been with the PHMC since January 1969 and has served in a number of supervisory positions including Head of the Local Government Records Section and Chief of the Division of Archival and Records Management Services.

★★

In Memoriam

Brother James McPike, S.T., of the Missionary Servants of the Most Holy Trinity died on November 6, 1994.

George Martin Cunha, a leader in library and archival preservation, died on November 29. 1994. Following a successful career as a Naval officer, Cunha, a graduate of the Massachusetts Institute of Technology, joined the staff of the Boston Athenaeum to develop a conservation laboratory. Soon he was teaching students in the region, then nationally, where his courses focused on preservation ad-

Continued on P. 16

People

Continued from P. 15

ministration. Cunha founded the Northeast Document Conservation Center in 1974, the first, and still the only regional conservation center devoted to the treatment of library and archival materials.

Alan M. Tucker, a library systems analyst and designer whose work helped shape access to research information worldwide, died February 24.

Mr. Tucker's thirty-year career was devoted to the analysis, design, implementation, and management of computer-based systems for libraries, archives, and museums. He was a widely known and respected thinker throughout the library and archival communities in the United States, Europe, and East Asia. Since 1980, he held a number of senior management positions at The Research Libraries Group, Inc. (RLG), a not-for-profit membership corporation of universities, archives, historical societies, museums, and other institutions devoted to improving access to information that supports research and learning.

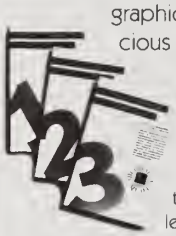
Throughout his career, the guiding principle of Mr. Tucker's work was the integration of significant sources of scholarly information into an online "research mainstream." His leadership and accomplishments in this regard were recognized in 1994, when RLG was awarded the Society of American Archivists' Distinguished Service Award in part for "achiev[ing] a working system for archival information exchange on a truly national and international scale," bringing "profound change to archival institutions, the archival profession, and the research community."

Mr. Tucker was the chief designer of RLG's "CJK" system — the first network-based system for creating and searching catalog records for Chinese, Japanese, and Korean materials in their original scripts — heralded as a breakthrough at the time of its implementation in 1983. Soon afterwards he turned his attention to the automation of archival and manuscript materials designing RLG's "AMC" (Archival and Manuscripts Control) enhancements in 1985. He played a leadership role in the development of national standards for the description of archival materials in machine-readable form, which has formed the basis for the creation of the world's largest union database of primary research sources.

At the time of his death, Mr. Tucker was the technical leader on a joint project of RLG, the Hoover Institution, and the Russian State Archives Service (Rosarkhiv) to enter Russian archival material into the RLG database.

3 FREE Ways Gaylord Helps You Find the Right Path

Part of Gaylord's continuing *Preservation Initiative* is helping our customers follow the right path for the proper storage of documents, photographic materials and precious artifacts.



1. FREE Literature
Request Gaylord's *Preservation Pathfinders* to guide your preservation efforts. These booklets are oriented to those new to preservation. Now available.
No. 1: A Bibliography of Selected Books on Preservation.
No. 2: Archival Storage Solutions for Paper.
No. 3 Archival Storage of Photographic Materials

2. Toll Free Help Line 1.800.428.3631
Let our consultant help solve your preservation problems. Call Thursdays & Fridays, 9am to 5pm EST. An independent, professional conservator will pick up to answer your questions.

3. FREE 1994 Catalog
Call to receive your copy of our latest catalog. Over 125 pages of archival storage materials and conservation supplies including extensive preservation "how-to" technical tips.

The Right Path to Follow

Gaylord
The Trusted Source

Call Us For Help
1.800.448.6160

STEERING COMMITTEE

Summary of Steering Committee Actions and Reports at the Meeting of 16 December, 1994 in Baltimore, Maryland:

The MARAC Steering Committee held a special meeting in December to discuss the APEX grant proposal submitted to NHPRC in February 1993 and to determine future plans for setting up a regional technical assistance program. Lucious Edwards, Jr., described the origins of the APEX grant proposal for the benefit of new Steering Committee members. Interested MARAC members can consult past issues of the Mid-Atlantic Archivist for information on the development of APEX. The grant was not funded by NHPRC, but NHPRC staff encouraged MARAC to rework the grant proposal and resubmit it. MARAC officers met with NHPRC staff in October 1994 to discuss this possibility and to receive suggestions as to specific ways in which the program could be restructured.

The discussion of possible future planning centered on questions as to who would write the grant; the role of the Steering Committee in the planning process; the study of other technical assistance programs, particularly with an eye to follow-up evaluation of the programs and standards for the selection of institutions to receive consultations; possible structures for the program; possible arguments as to the need for the grant; and support for the proposal expressed by several MARAC caucuses. The current political climate in Washington and its possible impact on NHPRC programs was also discussed, as was the possible need to look for other sources of funding for the proposal.

After much discussion, it was moved that the Steering Committee move forward with the investigation and development of a regional technical assistance program to be carried out by MARAC. The motion passed unanimously. Lucious appointed an ad hoc committee to consist of the chairs of the Education (Eileen Parris), Outreach (Jackie Esposito), Membership Development (Jennie Guilbaud), Strategic Plan (Lucious Edwards, Jr.), and Finance (Jim Byers) committees, along with Steering Committee members Fred Armstrong (a State Historical Records Advisory Board representative as well as a Steering Committee member), Janet Linde, and Leonora Gidlund. [Since the meeting, Kathleen Roe has also agreed to serve on the Committee]. Lucious proposed that the committee begin by reviewing various models of technical assistance projects and bring this review to the Steering Committee. An open meeting on the grant at Baltimore or Delaware, perhaps after the Business Meeting, was also suggested.

The Steering Committee passed a motion to adjourn at 3:00 p.m.

Summary of Steering Committee Actions and Reports at the Meeting of 27 January 1995 in Baltimore, Maryland:

Steering Committee:

• approved the minutes of the 27 October 1994 Steering Committee meeting, with the following corrections:

* p. 1, "IN ATTENDANCE:"--John Celardo was also present, for Leonora Gidlund,;

* p. 3, no. 4., a. -- "Spring 1998...no dates or venue set, Jackie Esposito, local arrangements chair, no program chair to date.";

• approved the minutes of the 16 December 1994 Steering Committee meeting, with no corrections;

• passed a motion to approve the budget for the Spring 1995 Semi-annual Meeting in Baltimore;

• passed a motion that the "deluxe" rooms awarded to MARAC by the Baltimore conference hotel will be assigned to any "FOGEYs" attending the meeting;

• passed a motion authorizing Baltimore LAC Laurie Baty to buy a block of 60 baseball tickets if there is a game being played during the Baltimore meeting;

• passed a motion that the Steering Committee would vote as to which of the weeks recommended by the Outreach Committee would be adopted as the official Archives Week in the MARAC region;

• passed a motion that the second week in October will be designated as Archives Week in the MARAC region;

• passed a motion that an ad hoc committee be created to review the possibility of instituting a MARAC Distinguished Service Award;

• defeated a motion that the color of the new MARAC T-shirt be "robin's egg" blue;

• passed a motion that MARAC Chair Lucious Edwards, Jr., write a letter to Speaker of the U.S. House of Representatives Newt Gingrich expressing MARAC's concern over the firing of the House Historian and our support for the continued existence of the Office of the House Historian; and

• set the date for the summer Steering Committee meeting for July 14.

The Chair:

• reported that Frances Seeber has agreed to be chair of the Custer Award Committee, but that no nominations for the award have yet been received;

• reported that Heidi Ziemer has resigned as chair of the Publications Committee and that he is working on appointing her successor; and

• reported that Elsalyn Palmisano-Drucker has resigned as MARAC's liaison to the Interagency Council of Library Resources for Nursing (ICLRN) and that he is in the process of appointing her successor.

The Vice Chair reported:

• on past, current and future meetings:

* that he has received the final report from the Richmond meeting from Program Chair Betsy Pittman with recommendations that future program committees work closely with the Education Committee and the local arrangements committee so that things go smoothly as they did in Richmond;

Continued on P. 18

Steering Committee

Continued from P. 17

* Spring 1995, Baltimore, Maryland, April 20-22 - venue: Radisson Plaza Lord Baltimore Hotel, Thomas Hollowak, MARAC program co-chair, theme: "It's About Time: Archivists & Oral Historians--A Joint Conference," joint meeting with Oral History Mid-Atlantic Region (OHMAR), Laurie Baty, MARAC local Mid-Atlantic Region (OHMAR), Laurie Baty, MARAC local arrangements co-chair, [The Steering Committee regrets that the late date at which the hotel was engaged resulted in a meeting held during Passover];

* Fall 1995, Wilmington, Delaware, November 9-11 - venue: Holiday Inn-Downtown, first of three fixed-site semi-annual meetings, room rates: $69.00, Jon Williams, local arrangements chair, no program chair to date;

* Spring 1996, College Park, Maryland, May 2-4 (tentative) venue: University of Maryland College Conference Center, Jim Stimpert and Phil Albert, program co-chairs, Yvonne C'arignan and Matthew Gilmore local arrangements co-chairs;

* Fall 1996, Wilmington, Delaware, November 7-9 - venue: Holiday Inn-Downtown, second of three fixed-site semi-annual meetings, room rates: $69.00;

* Spring 1997, Charlottesville, Virginia, no dates or venue set, no program chair, Marsha Trimble, local arrangements chair;

* Fall 1997, Wilmington, Delaware, November 6-8 - venue: Holiday Inn-Downtown, third of three fixed-site semi-annual meetings, room rates: $69.00; and

* Spring 1998, State College, Pennsylvania, no dates or venue set, Jackie Esposito, local arrangements chair.

Steering Committee also:

• received reports from Baltimore Program Chair Tom Hollowak and Baltimore Local Arrangements Chair Laurie Baty that the hotel will be serving kosher food for Passover, that a nice printing job had been done on the program, that a light lunch will be served because of the Bull and Oyster Roast being held that evening, and that planning had gone well with the OHMAR committee representatives;

• received the first quarter report of the MARAC treasurer for fiscal year 1994/95, including that dues income is at the appropriate level for this time of year, as are publications sales and interest, that advertising is a little low, that conference income is high because of the profits from the New York City meeting, that contributions are higher than expected, and that total expenditures are about right, but that we will have an anticipated overrun in the mailing category because of the motion to mail two newsletters first class;

• received the report of the MARAC administrator that membership is currently at 1183 with 90% of the renewals returned, that she will send lists of new members to the caucus chairs, and that she had brought the remaining old MARAC T-shirts to the meeting and would sell them for $5.00 (children's) and $7.00 (adult's);

• received the report of the Education Committee that fifty-four people attended the three workshops offered in Richmond with mostly positive evaluations, that the committee is looking into a rating system for future workshops to help participants choose workshops appropriate to their skill level, and that the scholarship awardee selection is in progress;

• received the report of the Nominations and Elections Committee that the Committee had a very good response from the membership in finding candidates to run for office, that the Committee chair found that she had an excellent committee with which to work, and that Karen Stuart has volunteered to compile a database of MARAC office holders;

• received the report of the Membership Development Committee that welcome letters have been sent to new members, that there is still a waiting list of mentees who need mentors, and that the Steering Committee is asked to review the draft MARAC Committee Internship Program proposal prepared by the Membership Development Committee and to send suggestions to Jennie Guilbaud;

• received the report of the Outreach Committee that the Committee has been working on plans for a regional Archives Week, a proposal for a Distinguished Service Award, and new MARAC T-shirts to be available at the meeting in Baltimore;

• received the report of the Finding Aids Award Committee that the Committee has received nine submissions to date and will send out letters of acknowledgment informing those who submitted finding aids that the submissions will be evaluated at a Committee meeting in March;

• received the report of the *MAA* editor that due to the frequency of late submissions to the newsletter, in the future there will be a definite cut-off date on the tenth day of the month in which the first day is the supposed deadline and that his new phone number is (202) 994-7283;

• received a report from the MARAC chair on the committee he has assembled to continue work on the regional technical assistance program, including that the committee will review various other such programs, the narrative of the grant proposal submitted last year, and the reviewers comments on that proposal in preparation for an open meeting in Baltimore on Friday, April 21, at 5:00;

• received a report from MARAC Archivist Lauren Brown on the firing of the House Historian Ray Smock, the hiring and firing of his successor, and the need for MARAC to send a letter in support of the continuation of that office; and

• received a report from the New York representative that the New York City Department of Records and Information Services (DORIS) has a new commissioner and is still operating as an independent agency, but that discussions of privatization and the possibility of transferring DORIS to the Department of General Services are still in progress and that the New York archival community thanks MARAC for its support."

News from the National Archives

National Historical Publications and Records Commission selects Charles E. Lee as Recipient of 1994 Distinguished Service Award

The National Historical Publications and Records Commission (NHPRC) recently announced Charles E. Lee, an active leader in the Society of American Archivists, the National Association of State Archives and Records Administrators, and the National Conference of State Historic Preservation Officers, as the recipient of its Distinguished Service Award for 1994. Dr. Lee received his award at a ceremony in Columbia, South Carolina, on December 9, 1994.

In presenting the award to Dr. Lee, Nancy Sahli, Acting Executive Director of the National Historical Publications and Records Commission, praised Dr. Lee's exemplary work as archivist, educator, administrator, advocate, and member of the NHPRC as among the many reasons for his selection. Dr. Sahli further stated, "Charles Lee has had an impact on the world of archives, history, and historic preservation that is both rich in its diversity and inspiring in its versatility."

A native of Asheville, North Carolina, Lee earned B.A. and M.A. degrees in history at the University of South Carolina, and took additional graduate work at the University of Chicago. He became editorial assistant at the *Journal of Modern History* and taught at the University of South Carolina and at Roosevelt University. He also became an editor at the University of South Carolina Press, and then joined the Henry Regnery Company as an editor.

In 1961 Lee became director of the South Carolina Department of Archives and History, a position he held with distinction for more than 25 years. During that time he also served as chairman of the Advisory Panel on Research and Publications of the American Revolution Bicentennial Commission, as deputy executive secretary of the South Carolina Revolution Bicentennial commission, as a member of the Consulting Committee of the National Survey of Historic Sites and Buildings of the National Park Service, as a member of the editorial board of the *Papers of Henry Laurens*, as South Carolina State Historic Preservation Officer, and as a member of the National Archives Advisory Council. Lee joined the NHPRC in 1975, representing the Society of American Archivists through 1979. He provided leadership in developing the records program, and when the Commission established a network of state historical records coordinators and boards to help it solicit and evaluate grant proposals. Lee served as coordinator for South Carolina.

The Distinguished Service Award, inaugurated in 1989, honors those individuals who have made exemplary contributions in the fields of archival preservation and documentary publication, the fields touched by the Commission's work. Specifically, the award honors those individuals whose careers have demonstrated extraordinary commitment and achievement toward accomplishing the mission of the NHPRC. Originally established by Congress in 1934, the National Historical Publications and Records Commission is a statutory body affiliated with the National Archives and Records Administration.

For more information on the Commission and its work, call or write the NHPRC, Room 607, National Archives Building, Washington, DC 20408, (202) 501-5610.

★★

The year 1994 marks a number of important events in the life of the National Archives. Sixty years ago President Franklin Roosevelt signed the legislation creating the National Archives. It is fitting that in this important anniversary year we dedicated our new, modern facility in College Park, Maryland. This archival facility, the world's largest, will allow the National Archives to continue to serve the American people and their government by preserving and making available federal records.

A special issue of *Prologue: Quarterly of the National Archives* celebrates those 60 years of our agency and 25 years of our journal. It brings together articles originally printed throughout the last 25 years and covers the span of American history from the Revolutionary War to the present. The articles were selected to suggest the variety of records in the National Archives and the rich historical heritage recorded by those documents. A special photographic section commemorates the May dedication of the National Archives at College Park.

★★

Recent Records Products

The following products from records projects funded by the National Historical Publications and Records Commission (NHPRC) have been recently released. Information concerning availability for purchase has been provided.

Florida State Historical Records Advisory Board. *Historical Records Advisory Board Strategic Plan.* Tallahassee, FL: Florida State Historical Records Advisory Board, August 1994. Copies of this strategic plan are available by contacting Jim Berberich, State Coordinator, Bureau of Archives & Records Management, Department of State, The Capitol, Tallahassee, FL 323990250; or call (904) 487-2073.

Maryland State Archives. *A Guide to State Agency Records at the Maryland State Archives: State Agency Histories and Series Descriptions.* Annapolis, MD: Maryland State Archives, 1994. This publication is available from the Maryland State Archives, 350 Rowe Boulevard, Annapolis, MD 21401; or call (800) 235-4045 (toll free number for Maryland) or (410) 9743914. When ordering, request Publication No. 1112.

Michigan State Historical Records Advisory Board. *Strategies to Preserve Michigan's Historical Records.* Lansing, MI: Michigan State Historical Records Advisory Board, 1994. Copies of this plan may be obtained by writing the State Archives of Michigan, 717 West Allegan Street. Lansing, MI 48918; or call (517) 373-6362.

Missouri Botanical Garden. *Missouri Botanical Garden Archives Inventory.* St. Louis, MO: Missouri Botanical Garden, n.d.

Riley, Martha. *Files Retention Manual and Schedule.* St. Louis, MO: Missouri Botanical Garden, March 1994.

Continued on P. 20

News from the National Archives

Continued from P. 19

Riley, Martha. *Guide to the Archives and Manuscripts of the Missouri Botanical Garden*. St. Louis, MO: Missouri Botanical Garden Library, 1994.

For information about these products, contact Constance Wolf, Missouri Botanical Garden Library, P.O. Box 299, St. Louis, MO 63166; or call (314) 577-5158.

Nelson-Atkins Museum of Art.
We've got the keys. Brochure.
Processing standards
Draft records retention recommendations
Guidelines for finding aids
Record group/manuscript collections outline
Finding aids and shelf lists
Plans and drawings inventory

Requests for information about these products should be directed to Chuck Hill, Archivist, Nelson-Atkins Museum of Art, 4525 Oak Street, Kansas City, MO 64111-1873; or call (816) 561-4000.

Oklahoma Historical Records Advisory Board. *To Save Our Past: A Strategic Plan for Preserving Oklahoma's Documentary Heritage*. Oklahoma City, OK: Oklahoma Historical Records Advisory Board, June 1994.

Oklahoma Historical Records Advisory Board. *To Save Our Past: An Executive Summary of A Strategic Plan for Preserving Oklahoma's Documentary Heritage*. Oklahoma City, OK: Oklahoma Historical Records Advisory Board, June 1994.

For copies of these publications, contact Thomas W. Kremm, Office of Archives and Records, Oklahoma Department of Libraries, 200 Northeast 18th Street, Oklahoma City, OK 731053298; or call (405) 521-2502 (inside Oklahoma) or 1-800-522-8116 (outside of Oklahoma).

South Carolina State Historical Records Advisory Board. Palmetto reflections. *A plan for South Carolina's documentary heritage*. Columbia, SC: South Carolina State Historical Records Advisory Board, 1994. For copies of this document, contact Roy H. Tryon, State Coordinator, South Carolina Department of Archives and History, P.O. Box 11,669, Columbia, SC 292111669; or call (803) 734-7914.

The Tennessee Historical Records Advisory Board and the National Historical Publications and Records Commission (NHPRC): Their Projects and Grant Programs in Tennessee. Brochure. Nashville, TN: Tennessee State Library and Archives, 1994. Requests for copies of this brochure should be directed to Edwin S. Gleaves, State Coordinator, Tennessee Historical Records Advisory Board, Tennessee State Library and Archives, 403 Seventh Avenue North, Nashville, TN 37243-0312; or call (615) 741-7996.

Wheeler, Frank T., ed. *The Hanover Years: A Transcription of the Minutes of the Board of Trustees of the New Hampshire College of Agriculture and the Mechanic Arts, 1866-1893*. Durham, NH: University of New Hampshire, 1994.

Wheeler, Frank T., comp. *Guide to the University Archives of the University of New Hampshire*. Durham, NH: University of New Hampshire, August 1994.

For information about these publications, contact William E. Ross, Special Collections Department, The University Library, 18 Library Way, University of New Hampshire, Durham NH 03824-3592; or call (603) 862-2714.

Information concerning products from NHPRC-funded projects is also available in the Commission's newsletter, Annotation, which is published three times a year. If you would like to be placed on the mailing list to receive Annotation, contact the Commission at NHPRC, National Archives Building (Arch I), Room 607, Washington, DC 20408; or phone (202) 501-5610.

★★

NHPRC Grants to the MARAC Region

Records Access Projects

- Georgetown Visitation Monastery, Washington, DC: A grant of $69,778 to arrange and describe approximately 460 linear feet of records (1799-present). The monastery is the oldest Catholic girls' school and the second-oldest community of religious women in the original 13 colonies.
- Rutgers, The State University of New Jersey, New Brunswick, NJ: A grant of $55,723 to arrange and describe the records of four New Jersey utopian communities: Jersey Homesteads, Farmingdale, the Modern School, and Free Acres. The records, dating from 1893 to the present, total approximately 81 cubic feet. In addition to processing the collections, project staff will enter records into RLIN (Research Libraries Information Network) and OCLC (Online Computer Library Center).
- CUNY/LaGuardia Community College, Long Island City, NY: A grant of $74,965 to transfer the records of seven settlement houses to archival custody, arrange and describe -them, and create descriptions in the USMARC AMC (United States MAchine Readable Cataloging Archival and Manuscripts Control) format for entry into RLIN (Research Libraries Information Network). The records, which total 238 linear feet, date from 1855 to 1990.
- Trustees of Columbia University, New York, NY: A grant of $88,209 to process 1,070 linear feet of university records, dating from 1890 to 1970, which are known collectively as the Central Files collection. In addition to publishing a guide to the collection, descriptive records will be uploaded into RLIN (Research Libraries Information Network).
- Chemical Heritage Foundation, Philadelphia, PA: A grant of $80,885 to document the biomolecular sciences and the biotechnology industry. Project staff will work with 80 to 100 biomolecular scientists to assist them with the placement of their records into suitable repositories. A guide to these records, which will include biographical information, a scope and content note, and other information, will be prepared for researchers.
- Virginia Home for Boys in Richmond, Richmond, VA: A grant of $10,000 to conserve, arrange, describe, and microfilm the historical records of the hornet consisting of Registers of Boys beginning in 1846, minutes, financial reports, and other records.

News from the National Archives

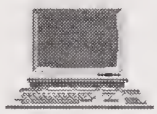
Projects to Improve Documentary Editing

- Association for Documentary Editing, Ithaca, NY: A grant of $29,430 to revise A Guide to Documentary Editing, which was published in 1987 by The Johns Hopkins University Press, and is now out of print.

Documentary Editing Projects and Subventions

- The American University, Washington, DC: A grant of $36,400 for continuing work on the *Papers of Frederick Law Olmsted.*
- The Johns Hopkins University, Baltimore, MD: A grant of $35,978 for continuing work on the *Papers of Dwight D. Eisenhower.*
- The Johns Hopkins University Press, Baltimore, MD: A grant of $8,144 for the *Papers of Dwight D. Eisenhower,* Vol. 14.
- The Johns Hopkins University Press, Baltimore, MD: A grant of $10,000 for the Papers of Dwight D. Eisenhower, Vol. 15.
- University of Maryland, College Park, MD: A grant of $90,657 for continuing work on the *Freedmen and Southern Society Project.*
- University of Maryland, College Park, MD: A grant of $65,619 for continuing work on the *Papers of Samuel Gompers.*
- Rutgers, The State University of New Jersey, New Brunswick, NJ: A grant of $40,910 for continuing work on the *Papers of Thomas A. Edison.*
- Rutgers, The State University of New Jersey, New Brunswick, NJ: A grant of $40,950 for continuing work on *The Stanton/Anthony Papers.*
- New York University, New York, NY: A grant of $56,739 for continuing work on the *Papers of Margaret Sanger.*
- Research Foundation of the City University of New York/Queens College, New York, NY: A grant of $36,400 for continuing work on the *Papers of Robert Morris.*
- West Virginia University Research Corporation; Morgantown, WV:; A grant of $11,804 for continuing work on the *Papers of Frederick Douglass.*
- The College of William and Mary, Williamsburg, VA: A grant of $13,650 for continuing work on the *Papers of Charles Carroll.*
- George C. Marshall Foundation, Lexington, VA; A grant of $50,960 for continuing work on the *Papers of George C. Marshall.*
- Institute of Early American History and Culture, Williamsburg, VA: A grant of $18,200 for continuing work on the *Papers of John Marshall.*

The Cataloger On-Line



Cataloging has never been so easy!
The Cataloger is a complete collection management system available now for as little as $195.
Great for any archive, library or special collection!

A Few Features of The Cataloger:

- Full online cataloging and querying capabilities. Multiple search terms can be combined with AND/OR/NOT. Entire content of each record is searchable. If your search criteria are anywhere in the record you will find it! Searches are Fast!
- Prints complete catalog card sets. Completely compatible with existing card catalogs. Facilitates transition to an online Catalog.
- Catalog data fields and headings can be changed to tailor The Cataloger to your collection. Multiple Catalogs can also be used.
- Custom Reports can be created to print Catalog information in any format.
- Patron Access mode, for "read-only" access to your Catalog, is available. Give your patrons all the benefits of an online Catalog!
- Advanced Features include Import/Export (including MARC), Backup/Restore, and password-protected user accounts. Single-user and network versions are available.
- Easy to install and use. Runs on any IBM compatible PC.

ALS SOFTWARE

Write or call for more information and a FREE Demo Disk!

1635 Thomas Road
Wayne, PA 19087
(610) 783-7865

TREASURER'S REPORT
Mid-Atlantic Regional Archives Conference

Treasurer's Report, Fiscal Year 1995
October 1, 1994 - December 31, 1994

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	% of Budget	Total	1994 Actual
REVENUE AND SUPPORT								
Membership Dues	$16,500.00	$11,153.00				68%	$11,153.00	$13,656.25
Publications Sales	1,500.00	430.47				29%	430.47	3,071.91
Pub. Advertising	1,000.00	120.00				12%	120.00	1,289.00
Bank Interest	1,900.00	672.58				35%	672.58	2,443.12
Conferences	12,000.00	15,577.81				130%	15,577.81	24,853.88
Mailing List Sales	160.00	0				0%	0	190.00
Contributions	150.00	223.00				149%	223.00	121.00
Miscellaneous	0	0				0%	0	239.97
Total Revenue and Support	**$33,210.00**	**28,176.86**				**85%**	**$28,176.86**	**$45,865.03**
EXPENSES								
General	$1,600.00	$20.00				1%	$20.00	$1,190.05
Administrator	3,950.00	516.32				13%	516.32	3,069.61
Treasurer	710.00	10.40				1%	10.40	538.45
Membership	1,500.00	73.08				5%	73.08	1,693.49
Committees	4,175.00	481.73				12%	481.73	2,743.98
Conference Advances	2,000.00	2,000.00				100%	2,000.00	3,000.00
Publications	13,600.00	2,695.56				20%	2,695.55	8,828.00
Awards	425.00	200.00				47%	200.00	300.00
MARAC Scholarship	1,657.00	0				0	0	new cat.
Grant Project Expenses	1,000.00	683.46				68%	683.46	new cat.
Miscellaneous	50.00	0				0	0	0
Total Expenses	**$30,667.00**	**$6,680.55**				**22%**	**$6,680.55**	**$21,363.58**
NET INCOME or (NET LOSS)		**$21,496.31**					**$21,496.31**	

SUMMARY

Opening Balance	**$65,639.97**
Income	28,176.86
Expenses	6,680.55
Closing Balance	**$87,136.28**

Cash Accounts

Checking Accts:	$8,612.07
Savings Accts:	15.677.10
Cert. of Dep:	62,847.11
Total	$87,136.28

Fund	Opening	Credits	Debits	Closing
Current	$25,710.97	$27,894.50	$6,680.55	$46,924.92
Endowment	6,929.00	282.36		7,211.36
Reserve	30,000.00			30,000.00
Surplus	3,000.00			3,000.00
Total	**$65,639.97**	**$28,176.86**	**$6,680.55**	**$87,137.28**

MARAC EXPENDITURE DETAIL – FY 1995
Mid-Atlantic Regional Archives Conference

Category	Budget	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter	Total	% of Budget	1994 Actual
General								
Secretary	100.00	0				0		$29.18
Nat. Coord. Cmte.	600.00	0				0		500.00
Taxes & Filing Fees	150.00	$20.00				$20.00	13	160.87
Legal-Insurance	750.00	0				0		500.00
Subtotal	**$1,600.00**	**$20.00**				**$20**	**1**	**$1,190.05**
Administrator								
Office Postage	$400.00	0				0		$212.63
Printing/Stationery	500.00	0				0		696.46
Salary (studnet wages)	900.00	0				0		828.00
Mailing Service Costs								
Mid-atlantic Arch.	800.00	$220.88				$220.88	28	$579.26
MembershipRenewal	200.00	295.44				295.44	149	85.74
Ballots	350.00	0				0		309.14
Directory	300.00	0				0		0
Mailing Service	500.00	0				0		358.48
Subtotal	**$3,950.00**	**$516.32**				**$516.32**	**13**	**$3,069.61**
Treasurer								
Postage-Bank Charges	$110.00	$10.40				$10.40	9	$83.45
Accountant	600.00	0				0	0	455.00
Subtotal	**$710.00**	**$10.40**				**$10.40**	**1**	**$538.45**
Membership								
State Caucuses	$1,500.00	$73.08				$73.08	5	$1,693.49
Committees								
Sterring	$3,000.00	$400.82				$400.82	13	$2,675.16
Nominating	300.00	0				0	0	0
Finance	50.00	0				0	0	0
Finding Aids Award	100.00	0				0	0	23.22
Custer Award	100.00	80.91				80.91	81	0
Outreach/Membership	325.00	0				0	0	63.60
Meetings Coord.	50.00	0				0	0	0
Education	250.00	0				0	0	0
Subtotal	**$4,175.00**	**$481.73**				**$481.73**	**12**	**$2,743.98**
Publications								
Mid-Atlantic Arch.	$8,800.00	$2,298.00				$2,298.00	26	$8,828.00
Technical Leaflets	1,400.00	397.56				397.56	28	0
Membership Directory	2,600.00	0				0	0	0
Symposia	0	0				0	0	0
Membership Brochure	800.00	0				0	0	0
Subtotal	**$13,600.00**	**$2,695.56**				**$2,695.56**	**20**	**$8,828.00**
Awards	$425.00	$200.00				$200.00	47	$300.00
Conference Advances	2,000.00	2,000.00				2,000.00	100	3,000.00
MARAC Scholarship	1,657.00	0				0	0	new cat.
Grant Project Expenses	1,000.00	683.46				683.46	68	new cat.
Miscellaneous	50.00	0				0	0	0
Total Expenses	**$30,667.00**	**$6,680.55**				**$6,680.66**	**22**	**$21,363.58**

Session Abstracts

"Pink, White, and Blue: Women at Work"

Lynn Catenese, "Women in Industry...."

Ginny Daley, "Waitresses, Construction Workers...."

Margo Szabunia, "When Nurses Left Home...."

Lynn Catenese discussed the types of documents available for studying women's wage earning work in industry, emphasizing gender labor market segregation. She made a distinction between records available for family-owned batch processing industries and mass production industries. According to Catenese, there are few surviving records for the former, while ledgers, time and wage books, credit-books, payroll books, and bank deposit books provide opportunity for studying women's occupations and wages in the latter. Catenese used examples from the textile industry, the Du Pont Company, cigar making, leather finishing, and clothing trades. The majority of the women in these occupations were immigrant women, who preferred manufacturing to domestic service. Other sources mentioned included records for company sponsored women's clubs, oral histories, legal records for court cases and union records.

Ginny Daley discussed Duke University's acquisition of the papers of Southeast Women's Employment coalition (SWEC). The coalition existed from 1979 to 1991 and was composed of working class women in non-traditional jobs fighting for economic justice in rural areas. The group took a mutli-faceted approach, including leadership development, policy initiative, lawsuits, and job training. These records built on collection strengths in women's organizing and organizations from the 19th and 20th centuries. Daley posed questions about future collection development based on the SWEC acquisition. Possibilities mentioned including approaching past board members for their papers relating to SWEC, doing oral histories with members, trying to get records of organizations that were members of SWEC, possibly in cooperation with other repositories. On the flip side, research on Southern women's labor history is declining at Duke, such a project would be costly, and space is limited. Finally, Daley posed the question: Is it the role of archivists to follow research trends to collect in spite of project use?

Margo Szabunia addressed the history of nursing using the records of hospital nursing schools, hospitals, Visiting Nurses Associations, and individuals in private duty nursing. From approximately 1900-1940, many hospitals ran their own nursing schools and employed student nurses. After graduation, there were few opportunities in hospitals. Work for private duty nurses was not consistent, but women would find cases through registries. Experiences were mixed and many nurses found themselves performing household duties. Visiting Nurses Associations provided another avenue of employment in the public health field. By the 1940s, hospital nursing was the most predominant as hospitals abolished schools and rational management became the model for running hospitals. By 1971, diploma programs were closing in droves, so the Center for the History of Nursing pursued records. Szabunia also noted the importance of collecting material from Visiting Nurses Associations, alumnae associations, and patient files. She remarked that the documentation of private duty nurses was hard to locate.

—Mary-Elise Haug

★★

MicroColor International ....

Leading institutions are now using color microfilm for long term preservation of everything from maps to magazines. They use color where black and white simply won't do.

MicroColor's products and services include :

- Color microfilm and processing services. We guarantee 200 year dye stability !
- Color and black and white microfiche from documents up to 40 x 60 inches.
- Micropublishing services - micropublish your special collection.
- Scanning services - convert your color microfilm to Photo - CD or to other digital formats.

If you have a project in mind, please call us.
MicroColor, 85 Godwin Ave., Midland Park, New Jersey 07432. 201-445-3450 or FAX 201-445-2924.

Hidden Women: Documenting Women's Lives for Non-traditional Research through Unconventional Records Groups

Kristin Turner discussed her search for records as she worked on her "Guide to Women's Collections at the Pennsylvania State University Archives". When she began the project she did not expect to find large numbers of records as Penn State was never a women's college, but her research proved otherwise. She found that records were often hidden in the manuscript collections of men which might include records of their wives, daughters, aunts, granddaughters, etc. Organizational records were also a good source as well as records of the community.

In addition, biographical data was found in employment records and vitae. Affirmative action and EEO files were another source, as well as the records of faculty and alumnae. Even sports records from almost a century ago turned up material documenting women's activities.

Finding aids need to more fully incorporate women's records in the general records to make them more accessible to the researcher.

Leonora Gidlund's paper discussed a group of records discovered when she was making an appraisal of material from the Department of Public Health that had been labeled "toss." These consisted of theater matron license applications from 1936-1948. In the 1930s in New York City, children had to be accompanied by an adult to go to the theater until a local law was passed permitting unaccompanied children under 16 to be admitted. Children were then seated separately and theater matrons were hired to control, patrol and protect NYC's adolescents. Applications required a medical exam (hence the connection with the Department of Public Health), and the applicant was required to answer three questions: What would you do if a child had an "epileptic fit," a "fainting fit," or in case of a fire. Not only do these records reveal an interesting side to the early history of the theater, they also provide documentation of a select group of working women at that time.

Deborah Wyth from the Brooklyn Museum of Art discussed tools for searching for women's records in art museums. She did not find OCLC very useful and got only relatively few hits with RLIN. Searching in-house at the museum was more successful, and here a thorough knowledge of an organization's structure and its predecessor corporation is helpful. Two particularly good sources of material on women were the Education Department and the docent program. She also pointed out that during World War II, women took over jobs traditionally held by men, so a search through the director's records as well as other traditionally male dominated positions can result in "finds." Exhibition files at the Brooklyn Museum revealed a number of shows by women artists, but it was not determined whether this was a trend of the times or a conscious decision on the part of the museum. A more thorough search and the reading of many files - directors, curators, etc.— would be required to determine this.

As in all three of these cases, records on women often exist, but must be ferreted out — and obviously a more strenuous effort must be made to collect these as well as to find tools to reveal what is already there.

★★

Documenting Women in Ethnic Communities

Lily Schwartz, archivist at the Philadelphia Jewish Archives Center since 1985, discussed documenting Jewish women in Philadelphia. She said that though Philadelphia was the leading Jewish community in the United States in the 19th century, relatively little is known about the community itself - let alone the women. The merging of Jewish organizations has resulted in increased layers of material which have made the discovery of records about women even more dif-

Continued on P. 26

GENCAT
software for archives management

GENCAT gives you a choice. You may use the new General International Standards for Archival Description, ISAD(G); the MARC/AMC format; or an easy data structure of your own design.

- **The American Film Institute** uses GENCAT to create, as well as import and export, MARC records for their National Moving Image Database (NAMID).
- **The Metropolitan Toronto Archives** is using GENCAT to structure a multilevel database satisfying RAD, the Canadian adaptation of ISAD(G).
- **Washington State Archives** uses GENCAT centrally and in regional offices for a very user-friendly data structure that can be exported as MARC when required.

Join these and many other institutions that use GENCAT for archival processes such as accessioning, arrangement, description, research and loans. You can easily tailor the product to your local needs and can even manage the retrieval and display of scanned images.

Call **1-800-663-8172** today or fax **(604) 980-9537** for *free* information.

eloquent
SYSTEMS · INC

Session Abstracts

Continued from P. 25

ficult. Diligent searching through minutes and other documents has revealed, however, that women were deeply involved in the community working alongside the men, particularly in the area of philanthropy. A Jewish settlement house was founded in Philadelphia in 1883, even before Hull House in Chicago. Unfortunately, in the past there were few ethnic repositories. Although an increased interest in collecting ethnic material has occurred in the wake of the Bicentennial, this is 50 years too late. The German-Jewish community in Philadelphia is virtually gone. One hopeful note, however, is that material documenting the Russian-Jewish community is beginning to arrive. However, more work needs to be done to educate the public on the function of archives and to encourage more donation of materials.

Lucinda Manning discussed the archival assessment project to document New York City social history. Several task forces were set up including one for Ethnic Success and Demographic Change. The findings of this group revealed that immigrant documents are scattered and not generally under archival control. Even some long-established groups such as the Irish-Americans, who have been a major presence in New York City for over 300 years, are not well documented. In addition, there are no repositories in New York City that have ethnic studies as their focus for collecting archival materials. A few repositories have begun to collect a specific ethnic group in the last couple of decades, but much has been lost.

To discover that women's records were available, the task force for Women's History and Family Life sent out a survey form to nearly 400 groups and organizations - the object being to develop an authority list of NYC area women's organizations, publications, programs and individual personal papers needing preservation that are outside of established repositories and libraries.

The return of the surveys was very small which, while not surprising, was nevertheless disappointing. The survey, however, was considered a preliminary step in the documentation strategy which it is hoped will eventually include an advisory group and an informational conference or workshop as well as other strategies.

Judy Turner developed strategies for searching for women's records in ethnic communities while working on a project called "Documenting Metropolitan Milwaukee." She suggests that a familiarity with LC subject headings as well as OCLC and RLIN is helpful. Through Internet, library catalogs all over the world are available, and searching gopher sites can also reveal useful collections. Listserves such as the ones for archives and genealogy are great places to ask questions. She also suggested that it is a good idea to look at museums for insights into the lives of women as three-dimensional objects such as painted eggs, embroidered linens and household tools all tell a story about women's lives.

Max Yela summed up the session by saying that women are often buried in broader collections. Archives that collect material on women started too late, and collection policies still don't exist in many places. Even New York City is just beginning to document its ethnic communities. For access one must rely mainly on standard bibliographic tools, though Internet may help as well as learning to read the value of objects and material culture.

★★

"Getting The Work Done"

Commentator:

Carolyn S. Schumacher, PhD, Director of Library and Archives, Historical Society of Western Pennsylvania

Speakers:

Sharon B. Laist, Archivist, St. Raphael Healthcare System "Boxes, Basements, and Budgets"

Leslie A. Brothers, Asst. Curator/Registrar, Anderson Gallery, Virginia Commonwealth University "Volunteers: A Vital Resource"

Sharon Laist talked about how to use a long-range plan to help you establish priorities and improve your chances of achieving your goals. With a five year plan in hand you can talk to your supervisor about facts and figures. Include realistic that are easy to understand so you can get them approved and supported by the administration.

Build in some budget items that you can be cut without compromising security and service. Always budget for an assistant, so you can bring in extra staff as soon as funds are available.

Goals should include outreach within you institution:

1. Study the history of the institution. Get a small brochure together so staff in all departments know you are there and they know what you can do for them.

2. Make contact with other departments, so the archives gains visibility.

3. Look for ways to finance preservation and expansion with funds inside of the institution. For example, if Public Relations is planning an anniversary or other event, encourage them to use photographs from the archives. Then everything they produce, such as negatives and prints will come back to the archives and enhance your collection. If Advancement or Development or Membership Departments are planning an event or publishing materials, be sure they know what you have in your repository. Emphasize using images from your collection and get a credit in the publication. Then others know you have an archives. If proposals are being written in other divisions, have them include funds for photographs, conservation, reference materials, or even staff to help with the research. Then your staff is not overloaded every time there is an exhibit or an event.

4. Look for ways to provide service to other departments. Watch for opportunities, like offices that are moving might have dormant records they can send to the archives. Offer to help with packing, or to supervise the packing, so you know the material is packed

Look for ways to improve your space for work and for storage. Keep current on the latest specification on temperature and humidity and other aspects of preservation so you can speak with authority and whip out documentation about proper housing for the collection.

Leslie Brothers has responsibility for the internship program at the Anderson Gallery. It is important to have a staff member coordinating the interns and volunteers, so they know who to turn to for help and guidance. Internship programs and volunteer programs are similar, although their job structure may be slightly different. They are part of your staff and should be part of your long-range plan. Volunteers are also part of the outreach program. They link your institution to the community and they help spread the word about exhibits and other programs.

In addition to orientation and training procedures, they should have regular evaluations, similar to staff evaluations. Offer benefits such as free membership, discounts at the shop, and special recognition dinners. Leslie offers special T-shirts that they wear at openings, and posters published for exhibits. She suggested that their names be published in your newsletter as a form of recognition.

The American Council for the Arts in Association with The American Association of Museum Volunteers published a good reference: *Volunteer Program Administration: A Handbook for Museums and Other Cultural Institutions*, by Joan Kuyper with Ellen Hirzy and Kathleen Huftalen. This is a national organization that publishes good materials on volunteer and internship programs. AAMV Administration Offices are at American Association of Museums, 1225 Eye St. N.W. Washington, D.C. 2005.

Carolyn Schumacher, suggested that archivists should understand the mission and goals of their parent institution and then make sure that the goals for the archives support those of the larger institution.

For example, if the institution wants to enhance its community service function, then the archives staff should be ready to show how it can provide visibility for the institution. Put up exhibits and have an opening. Get your activities into the newsletter and into the community newspapers. Provide the Development Department with information about your goals and activities; They are always looking for programs to sell to donors. Get a slide show together and some items for show and tell and make presentations to other departments. Take the presentation on the road to other institutions, like the public library, social clubs and service organizations, and professional organizations in the area.

If you have a small staff, getting your work done may require a detour from basic processing routines. You may have to spend some of your time getting publicity and recognition, raising funds, or spending time supervising volunteers to help you develop your shop as an integral part of the institution. It will be time well spent, and in the long run you will be better able to get your share of the resources you need to achieve your long-range goals for the archives.

The American Association of Nurse Anesthetists Archives is Now Open to Researchers

The American Association of Nurse Anesthetists (AANA), the oldest specialty nursing organization in the United States, has opened its Archives to membership and approved researchers. The AANA, originally named the National Association of Nurse Anesthetists, was founded in 1931 by Agatha Hodgins. The AANA Archives consists of records groups representing its committees, subsidiary organizations, and offices. The Archives also collects records of individuals and organizations engaged in work which is reflective of the AANA.

The early records document the founding of the association by early members such as Hazel Blanchard, Gertrude Fife, Agatha Hodgins, Helen Lamb, Verna Rice, Hilda Salomon, and Miriam G. Shupp. Other files document the early struggle to establish the legality of nurse anesthetists as seen in the 1934 Dagmar Nelson legal transcript. Correspondence between Ms. Fife and Ms. Lamb address the inclusion of African-Americans (1944) and male nurse anesthetists (1947) into membership.

The Archives catalog will be accessible to on-line services in the near future. The records are stored at the AANA Executive Office at 222 South Prospect Avenue, Chicago, Illinois 60068-4001, and access for research purposes can be arranged by contacting the AANA Archives (708) 692-7050, ext. 378, or by e-mail at lfosburg@nslsilus.org.

Diana Shenk
W313 Pattee Library
Penn State University
University Park, PA 16802

TIME VALUE MAIL

ISSN: 0738-9396

The *mid-atlantic archivist (maa)* is the quarterly newsletter of the Mid-Atlantic Archives Conference (MARAC). MARAC membership includes all interested individuals who live and work in the individual states of New York, New Jersey, Pennsylvania, Maryland, Delaware, Virginia, and West Virginia; and the District of Columbia. MARAC seeks to promote the professional welfare of its members, to effect cooperation among individuals concerned with the documentation of the human experience, to enhance the exchange of information between colleagues working in the immediate regional area, to improve the professional competence of archivists, curators of textual, audiovisual and related special research collections, and records managers, and to encourage professional involvement of persons actively engaged in the acquisition, preservation, bibliographic control, and use of all types of historical research materials. Individual yearly membership dues are $15.00. The dues year is from October 1 through September 30. Membership is not open to institutions, but institutions may purchase subscriptions to *maa* (at $15 per year) and membership applications should be addressed to: Diana Shenk, W313 Pattee Library, Penn State University, University Park, PA 16802, Tel. (814) 863-2505, Fax (814) 865-3665, Electronic Mail: dxs@psulias.psu.ed. Send material for *maa* publication to: G. David Anderson, University Archivist, The Gelman Library, George Washington University, Washington, DC 20052, telephone (202) 994-7283, Fax (202) 994-1340, Electronic Mail: CC1821A@GWUVM.GWU.EDU. Deadlines are the first of March, June, September and December.

Advertising rate cards and mechanical requirements for ad copy may be obtained from: Bruce Abrams, Office of the New York County Clerk, 60 Centre Street, Room 161, New York, NY, 10007, telephone (212) 374-4376.

Editor	G. David Anderson
Associate Editor	Richard E. Wood
Book Review Editor	Mary Boccaccio
Preservation News Editor	Susan G. Swartzburg
Software Editor	Kathleen D. Roe
Session Abstracts Editor	Jefferson Moak
Technical Leaflet Editor	Kathy Jacob
Advertising Editor	Bruce Abrams
State and Local News Editor	Jackie Esposito
Q&A Editors	Judith Knudsen
	Cindy Swanson